

Letter of Recommendation Guidelines

Please read the guidelines carefully and complete the form to upload your letter of recommendation.

1. Letters of recommendations are due by February 11, 2024.
2. Letters of Recommendation must be in a letter form saved in Word or PDF.
3. Letters may not be written by a relative.
4. Two letters of recommendations (categories: teacher, counselor, mentor, minister, community service, organization, employer, etc.)
5. Letters ***must be*** signed in ink. Electronic signatures ***will not*** be accepted.
6. Recommender ***must*** include their title/organization and in what capacity they have known the applicant. If the recommender knows the applicant in more than one capacity (i.e. teacher *and* band director) they should state both capacities in the letter.
7. The Letter of Recommendation must include the following:
 - ☐ Leadership qualities and characteristics
 - ☐ Personal qualities and characteristics
 - ☐ Capacity in which they know the student (i.e., teacher, pastor, counselor, supervisor, mentor, etc.)
 - ☐ Affiliations inside ***and/or*** outside of school and leadership positions held within those organizations
8. Letters that do not include all the requested information or fails to follow any of the above instructions will automatically disqualify the applicant from the next phase in the Scholarship Application process.
9. Letters must be uploaded by the recommender to the online form at www.dstjacac.org/scholarship.
Please note: Uploaded letters must still be signed in ink then scanned in.
10. If you have any questions, please contact the scholarship chairperson, Jessica Brown, at scholarship@dstjacac.org or 205-401-5075.

Letter of Recommendation Online Form

1. Recommender First and Last Name
2. Recommender Email Address
3. Recommender Phone Number
4. Applicant First and Last Name
5. Applicant Email Address
6. Upload Letter of Recommendation (Letter must be signed in ink.)